

OUTLINE PROGRAMME

Understanding and Managing Data Protection

- 1 What is the Data Protection Act?**
- 2 How must data be treated?**
 - a. Fairly and lawfully processed
 - b. Limited purposes
 - c. Adequate & relevant
 - d. Accurate
 - e. No longer than is necessary
 - f. Protection of Rights
 - g. Secure
 - h. Not transferred
- 3 Your Rights**
- 4 Registration and Notification**
 - a. Notification
 - b. When?
 - c. What?
 - d. Information Commissioner?
 - e. Fee
 - f. Legal Guidance
- 5 Offences**
 - a. Notification offences
 - b. Disclosing offences
- 6 Exemptions**
 - a. Who?
 - b. How the information is held
- 7 The DPA - Crimes?**
- 8 Successful Prosecutions**
 - a. Unlawful Disclosure & Use
 - b. Unlawful Procurement
 - c. Victim Support
- 9 Good Information Handling**
 - a. The Case for Consent
 - b. Fairness & Openness
 - c. Information Padlock
- 10 Codes of Practice**
 - a. Employment Rights
 - b. Legal status of the Code
- 11 Employment Practices**
 - a. Recruitment and selection
 - b. Monitoring at work
 - c. Medical information
 - d. Enforcement
 - e. Prosecution
 - f. Compensation
- 12 Who Does Data Protection Cover in the Workplace?**
 - a. Applicants
 - b. Former applicants
 - c. Employees
 - d. Agency workers
 - e. Casual workers
 - f. Contract workers
- 13 Sensitive Personal Data?**
 - a. Racial or ethnic origin,
 - b. Political opinions,
 - c. Religion or Religious beliefs
 - d. Trade union membership
 - e. Physical or mental health
 - f. Sexual life
 - g. Age
- 14 Sensitive data maybe about:**
 - a. Physical or mental health
 - b. Disabilities
 - c. Race
 - d. Trade union membership
- 15 Accessing Information**
- 16 Workers' Responsibilities**
- 17 Employment Records**
 - a. Managing data protection
 - b. Collecting & keeping records
 - c. Security
 - d. Equal opportunities
 - e. Marketing
 - f. Fraud detection
 - g. Workers' Access
 - h. References
 - i. Disclosure requests
 - j. Publication & disclosures
 - k. Discipline, grievance, appeals & dismissal
- 18 Disclosure of Information**
 - a. Inland Revenue
 - b. Child Support Agency
 - c. Benefits Agency
 - d. Department of Work and Pensions
 - e. Financial Services Authority
 - f. Exemptions
- 19 CCTV Systems and the Data Protection Act**



GHA (Cornwall) Ltd

**Employment Law &
H R Management Advice**

**IT and Business Skills
Training and Consultancy**

Grosvenor House
Fore Street
St Stephen-in-Brannel
St Austell
Cornwall
PL26 7NN

Tel: 01726 824574

Fax: 01726 823247

Mob: 07767 896226

Email:

Training@ghacornwall.co.uk
Employmentlaw@ghacornwall.co.uk

www.ghacornwall.co.uk

Regulated by the Ministry of Justice in
respect of claims management activities

